

Glossary/Definitions

Abstinence Focused Education - Abstinence education topics and activities emphasize abstinence or delay of initiation of sexual activity, building decision-making skills, life goal planning, and learning to communicate with partners.

With the enactment of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Section 51930 et seq. of the Education Code (S.B. 71), effective January 1, 2004, abstinence only education will no longer be allowed in public schools. If/when school/district elects to offer comprehensive sexuality education, S.B. 71 requires that all 7th-12th graders receive the curriculum. The law does not require that schools conduct sexuality education; but requires that if conducted the content must be comprehensive and identifies the topics to be covered. By definition, comprehensive sexuality education includes abstinence as a topic to be covered.

Abstinence education may be a component of another intervention or may be a stand alone strategy in **non-school** settings. It is the responsibility of the Grantee to receive prior approval for an abstinence-focused intervention to occur on school property, such as in an after-school program.

Activity - The way an agency will accomplish a stated objective; the step-by-step plan.

Adolescent Family Life Program (AFLP) - AFLP is a case management program that focuses on ensuring healthy pregnancy outcomes, promotes personal health and safety practices, improves, social and economic well-being of pregnant and parenting teens 20 years of age for females and through 21 for males.

Adolescent Sibling Pregnancy Prevention Program (ASPPP) – ASPPP is a component of AFLP which serves siblings of pregnant and parenting teens seen through the AFLP program.

Adult Caregiver - An adult other than the legal parent/guardian caring for an adolescent.

Antecedent – A factor that precedes and is associated with a specific outcome – but does not necessarily cause the outcome.

Board Resolution - A formal decision by the governing body of a public agency or community based non-profit organization to authorize the application for government funding.

Case Management - The development of case plans for the evaluation, treatment, and/or care of individuals who are unable to arrange for services on their own behalf; assess the individual's needs and coordinate the delivery of needed services; ensure that services are obtained in accordance with the case plan; and follow up and monitor progress to ensure that services are having an impact on the problem. This includes coordination and assurance in health services, legal services, social services, and victim services, whether these services are access/offered to individuals or reached through group based interventions.

Clinics – A community-based clinic licensed under Section 1204 of the Health and Safety Code; and a community clinic exempt from licensure under subdivision (a), (b), (c), (f), (g), (k) and (m) and Section 1206 of the Health and Safety Code.

Clinical Mental Health – See Mental Health Services definition.

Clinical Services – Personal family planning reproductive health care with a focus on access to all family planning methods; individualized education and counseling about positive sexual practices and relationships; and, prevention of conditions that threaten reproductive capability including diagnosis and treatment of sexually transmitted infections (STIs), HIV testing and limited cancer screening.

Collaborative Informal - A group of agencies/entities convened to participate in a joint decision-making process that provides input and supports the development of a teen pregnancy prevention project. The alliance uses formal letters of understanding but may have no formal subcontracts with the involved agencies. The collaborative meets on an as-needed basis.

Collaborative Formal - A group of agencies operating under a formalized partnership and functioning as a CCG project/program. The partnership operates under formal contract agreements between the CCG Program Grantee and its collaborating agencies/entities to provide specific services/activities outlined in the Scope of Work. The partnership conducts regular meetings with collaborators operating under by-laws or other formal procedures.

Comparison Group – Is a group of participants in a research project that do not receive any treatment or program under investigation. Please refer to Section III Program Components, E. Evaluation.

Continuous Program Improvement (CPI) – Is a State evaluation requirement to gather and use evaluation findings to improve the Grantee's services, programs, and/or organization-wide practices.

Contract – A formal document that has to be approved by the State Department of General Services (DGS). A contract delineates how the funds are to be spent; the services to be provided by the applicant, the budget, the evaluation process and the payment provisions.

Corporation - An entity created by or under the authority of the laws of the State of California, which has the legal authority to engage in certain activity.

Culturally Appropriate - The organization's capacity to design and implement programs, interventions, and services which effectively incorporate cultural and language barriers to the delivery of appropriate and necessary services.

Culturally Competent - Recognition of the values and racial and ethnic diversity within communities served. Knowledge and respect for diverse attitudes, beliefs, behaviors, practices and communication patterns that could be attributed, for example, to race, ethnicity, religion and socio-economic status. Development of a workforce that reflects the race, ethnicity, and/or other societal factors present in the population served.

Current Applicant: Any agency funded by OFP as a Grantee (CCG) through the Male Involvement Program (MIP), Information and Education Projects (I&E), Community Challenge Grant (CCG) Program and/or TeenSMART Outreach (TSO) within the last six fiscal years (FY99-00, FY00-01, FY01-02, FY02-03, FY03-04, FY 04-05).

Curriculum Based - A written plan with specific content designed to deliver information in an educational format. The DHS/OFP has specific criteria associated with curriculum guidelines. Please refer to **Appendix C** and **Appendix M** for details.

Family PACT Program - A state program that provides comprehensive family planning services to low-income men and women with a family income at or below 200 percent of the federal poverty level

with no other source of family planning coverage. Eligible persons are individuals at risk of pregnancy or causing pregnancy who do not qualify for Medi-Cal and do not have access to health insurance. Eligibility is determined at the provider's office with point of service activation of a client membership card.

Direct Cost - Any cost that can be identified with specific activity requirements of the grant.

Direct Service – A service involving the provision of hands-on service to the public or services directly benefiting the public.

Evidence-based Programs – Programs are considered evidence-based if there is good evidence that they have a positive impact on the outcomes that they are designed to change.

Goal - A broad statement of the project's intent and/or objective.

Grant Agreement - A statutorily based formal agreement between the DHS and a successful applicant agency awarded funds for the implementation of a CCG local project. A grant agreement is similar to a state contract in that it delineates how the grant funds are to be spent; the services to be provided by the applicant, the budget, and the evaluation process and payment provisions. Grant agreements are exempt from review and approval from the Department of General Services.

Grantee - The agency with whom the State has a formal written grant agreement.

Hot Spot - Specific geographic areas designated by DHS where teen birth rates are equal or higher than the state average.

Hot Spots by Census Tracts: Hot Spots are defined as geographic areas, census tracts with teen birth rates that are statistically significantly higher than the State rate as identified in "Teen Birth Rate Hot Spots in California, 1999-2000".

Hot Spots by County: Counties with teen birth rates that are statistically significantly higher than the State rate as identified in "California County Population Estimates: April 1, 2000 to July 1, 2002".

Indirect Cost Rates/Overhead – Costs that accrue in the normal conduct of business that can only be partially attributable to performance of a contract/grant. These are costs that a business would accrue even if they were not performing services for the State. Please refer to **Section V APPLICATION DEVELOPMENT AND PREPARATION, B. Section Requirements, 12. Budget** for details.

In-kind Contribution - Non-monetary resources and services contributed by an outside entity/individual, to assist the program in carrying out its goals, objectives, and activities.

Impact Evaluation – Determines if and to what extent a program or intervention led to changes among the population being served. In order to conduct impact evaluations, there must be measurable objectives, and defined criteria for success.

Letter of Commitment - A letter from agencies that will be providing specific services to the applicant. Refer to "Letter of Commitment Guidelines" (**Appendix K**).

Linguistically Appropriate – Accessibility to service providers who can communicate effectively in the language of their clients.

Lobbying – Is an attempt to influence public officials in connection with the awarding of contracts, grants, or loans.

New Applicant: Any agency not currently funded by OFP as a Grantee (CCG) through Male Involvement Program (MIP), Information and Education Projects (I&E), Community Challenge Grant (CCG) Program and/or TeenSMART Outreach (TSO).

Medically Accurate Information –Information verified or supported by research conducted in compliance with scientific methods and published in peer-review journals, when appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the Centers for Disease Control and Prevention.” (Education Code Section 51553(b) (1) (B) (ii).) Factual information presented in a CCG program must be medically accurate. Course material and instruction must be medically accurate, objective and free of racial, ethnic and gender bias.

Memorandum of Understanding (MOU) – An MOU is a written agreement detailing roles and responsibilities of each respective agency.

Mental Health Services - Formal assessment, evaluation, treatment or analysis of a client/patient’s psychiatric disorder by a licensed psychiatric provider, either individually or in a group setting.

Non-profit - A group, often a corporation, organized for purposes other than generating profits and is certified by the IRS or Franchise Tax Board as a non-profit entity.

Objective – A statement that indicates the population targeted, the strategy to be implemented, how the outcome will be measured, and the result expected and when the strategy will be started and completed.

Outreach - An organized effort to extend services beyond usual limits such as a particular segment of a community not receiving the services.

Outcome Evaluation –Evaluation that measures the effects of an intervention. Outcome Evaluation is in contrast to process evaluation. Sometimes, but not always, people distinguish “impact evaluation”, which measures effects on short-term mediators from outcome evaluation, which measures effects on longer term health goals.

Parental Consent - A formal process by which a parent/guardian provides permission for their child to participate in a teen pregnancy prevention activity.

Process Evaluation - Evaluation that measures the implementation of an intervention (e.g., number and characteristics of participants).

Program Consultant – An OFP designated person who’s responsible for managing performance of the Grantee.

Prospective Payment - Any payment made to a Grantee before work has been performed.

Protective Factor - Any factor whose presence is associated with an increased protection from disease or condition (e.g., good school performance is a protective factor against adolescent pregnancy).

Public Entity - A county, city, district, local public body, state board, state commission, federal agency, or joint powers authority.

Reliable Data – Factual information that is medically accurate (see definition above) and derives from source(s) that are regularly used in public health programs, such as governmental sources, both national, state and local (i.e., the National Center for Health Statistics, Centers for Disease Control and Prevention; California DHS, County Health Department registries); professional sources (i.e., American Public Health Association, National Association of Pregnancy, Parenting and Prevention). Data sources cited should be no older than five (5) years.

Reasonable Costs – A cost is reasonable, if in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Cost consideration shall include but is not limited to: whether the cost is of a type generally recognized as ordinary and necessary for the operation or performance of the grant award, market prices for comparable goods or services, restraints or other prohibited requirements, or imposes on Federal, State and other laws and regulations.

Responsive Bidder - An applicant whose proposal meets the specifications and other requirements contained in the RFA.

Strategy - How an agency will work toward achieving the stated goal; the plan devised to achieve a stated goal.

Sectarian - Related to a religious denomination that adheres collectively to a particular religious creed.

Survey - A questionnaire or tool generally used to gather standardized information from a group of participants.

Survey Match – A pretest and a post test from the same individual.

Unintended Pregnancy –A pregnancy that was not planned or wanted at the time conception occurred, irrespective of whether contraception was being used (Institute of Medicine, The Best Intentions, 1995).

Volunteer – A person providing services without compensation.